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CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

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CAREER EXECUTIVE ASSIGNMENT

ANY EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDS OF RACE, COLOR, GENDER, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(CalPERS)

SALARY: \$ 7302 - 8051

POSITION TITLE: Assistant Executive Officer, Planning and Organization Development Branch

FINAL FILING DATE: **December 10, 2004** (APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.)

BACKGROUND

The California Public Employees Retirement System (CalPERS) is the largest public pension fund in the United States with a current investment portfolio of 165.3 billion. CalPERS provides retirement and health benefits to more than 1.4 million public employees, retirees, and their families through its pension and health benefit programs, and pays over \$7.65 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of approximately one-third State employees, one-third employees of the 2,560 local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. CalPERS is a recognized leader in investment innovation, corporate governance and retirement and health benefits administration.

The Planning and Organization Development Branch provides strategic and business planning and organizational development expertise to enable CalPERS to chart its future direction by implementing strategic development, management and business solutions, and project management. The Branch also provides management analysis, business performance information, strategic planning, industry and best practice research, and project management capabilities to various CalPERS programs.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Deputy Executive Officer, Operations, the Assistant Executive Officer is primarily responsible for working with Executive and Senior Management Staff to diagnose business problems and to design and execute solutions to those problems. The Assistant Executive Officer is also responsible for monitoring departmental change initiatives, and identifying and raising policy questions. This position also plays a pivotal role in the formulation of enterprise-wide policies and in setting the strategic direction for CalPERS in all program and related support functions. In addition, as a member of the CalPERS Executive Staff, the Assistant Executive Officer participates in department-wide policy development, management planning and program implementation.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status,

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990,

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition, applicants must satisfy the following knowledge and abilities requirement.

Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislative and Executive Branches; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; and methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the department's Equal Opportunity Program and processes available to meet EEO objectives.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of all levels of administrators and advise them on a wide range of benefit program issues; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's and Agency's equal employment opportunity objectives.

The knowledge and abilities required for the assignment are expected to be obtained from the following kinds of experience: Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top executive management team.
2. Significant executive management experience in a large, complex organization, particularly in the area of transition planning, and the demonstrated ability to monitor workloads and accomplish stated objectives.
3. Experience in an administrative or executive capacity with responsibility for applying management principles and concepts in support of new business processes and strategies.
4. Demonstrated communications skills and experience presenting issues before a wide range of audiences, including the media, a board, commission or the legislature.
5. Demonstrated success in managing major change in a complex organization.
6. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.
7. Experience in an administrative or executive capacity, at least equivalent to Staff Services Manager III, with substantial participation in the formulation, operation, and/or evaluation of program policies.
8. Demonstrated knowledge and or experience with the fundamentals of organization development.
9. Demonstrated knowledge and or experience in management systems analysis.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

FILING INSTRUCTIONS

All interested applicants should submit:

- A standard State application (Form 678).
- A current resume.

And

- A Statement of Qualifications, no more than three pages single-spaced, specifying how the desirable and minimum qualifications are met. **Applicants that fail to submit a Statement of Qualifications may be eliminated from the examination.**

EXAMINATION INFORMATION

Applications and the required Statement of Qualifications will be screened based on the minimum and desirable qualifications as stated in this examination announcement. Job related criteria will be used to comparatively rank qualified candidates and interviews of the top candidates may be conducted. All candidates will receive written notification of the examination results.

The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year. If a vacancy occurs, a decision will be made whether to open testing in order to consider new applicants as well as those previously considered.

Please submit application, resume, and Statement of Qualifications to:

California Public Employees' Retirement System
Human Resources Division, Attention: Heather Mercer
400 P Street, Room 3260
Sacramento, CA 95814

Applications must be received, in the CalPERS Personnel Office, by 5:00 p.m. on ~~December 17,~~ December 10, 2004. Please include the names and telephone numbers of at least two references. Questions concerning this examination should be directed to Heather Mercer at (916) 795-1568.